



COMMONWEALTH of VIRGINIA
Department of Motor Vehicles
2300 West Broad Street

D. B. Smit
Commissioner

Post Office Box 27412
Richmond, VA 23269-0001
866-DMV-LINE or
800-435-5137

Dear Customer:

Your company can now make payment to the Department of Motor Vehicles using the Automated Clearing House (ACH) Credit or Debit payment methods. These options electronically transfer funds from your bank account to DMV on a next day basis when the standard time frames are met. These methods can assure that your payments are timely and, provide excellent cash management opportunities.

Details concerning each of these payment options are outlined in an attachment to this letter. You may choose to use either or both of the options. It should be noted that the ACH Debit option requires that you provide DMV with a signed authorization to access your bank account(s). The forms necessary to provide this authorization are also attached. If you choose to use the Debit option, please fax the completed forms to the DMV Cashiers Office at 804.367.0105, then mail the original to the following address:

Department of Motor Vehicles
Cashiers Office
P. O. Box 27412
Richmond, VA 23269

A signed copy will be returned for your records.

I encourage you to use these payment options which will add convenience, speed and reliability to business transactions between your company and DMV and, provide excellent cash management capability to your financial operations. If you have any questions concerning the ACH Credit and Debit process, please contact the DMV Cashiers Office at 804.367.0496, or me at 804.367.6943, dmvjcc@dmv.state.va.us.

Thank you for your consideration of these payment methods.

Sincerely,

John C. Christian, Jr.
Controller

Attachments

AUTHORIZATION FOR ACH DEBIT

This document serves as an Agreement between _____
(Company), DMV Account Number _____, and the Virginia Department of
Motor Vehicles (DMV) whereby the Company authorizes DMV to debit funds from the Company's
☐ checking ☐ savings account number _____

with _____ whose routing number is _____.

Such debits shall be for the payment of fees due to DMV. All debits will be initiated through DMV's bank (Originating Bank) and transmitted via the Automated Clearing House (ACH) in accordance with the ACH Rules and Regulations.

The Company ensures that the bank account listed above will be open to accept ACH Debits for the transactions specified and conducted pursuant to this agreement. It also certifies that sufficient funds will be maintained in the account specified to cover debits by DMV at the time that transactions are conducted by the Company. Upon receipt of this agreement, the account listed above will be verified by DMV's Originating Bank, which will initiate an ACH pre-notification. The verification process will take six (6) business days during which time no live ACH Debits will be transmitted to the Company's account

The Company acknowledges that DMV will maintain the account information listed below in a secure electronic database to be accessed only for the purpose of paying the fees and any penalties associated with transactions submitted to DMV. Inactive accounts will be deleted from DMV's database after three (3) years.

This Agreement becomes effective immediately upon execution by both parties and remains in force until written notification is given by either party thirty days in advance of termination, or earlier upon written agreement by both parties.

The Company may modify the bank account information by submitting changes in writing. Written changes must be received by DMV fourteen days in advance of any transaction requiring or authorizing a debit on the new account.

Agreed to by _____

(Company)

Department of Motor Vehicles

Signature of Authorized Representative

Signature of Authorized Representative

Date

Date

Address

Telephone

DEPARTMENT OF MOTOR VEHICLES

Requirements and Procedures for the Use of Automated Clearing House Payment Options

ACH Credit

When using this payment option, the Company will initiate the ACH Credit transaction with its bank using one of the ACH formats (usually CCD or CCD+). The receiving bank will be:

First Union/Wachovia National Bank

Transit/Routing Number: 051400549

Account Number: 2000008317719

DMV will receive notification from First Union/Wachovia that the deposit has been received.

ACH Debit

When the ACH Debit option is utilized, DMV requires, for the customer's protection, that the Company complete an Authorization. This Authorization allows DMV to debit funds from the Company's bank account(s) for taxes and fees due. Please see the Authorization forms that are enclosed. All bank information submitted to DMV will be kept in a secure database for the Company's protection. DMV, through its Originating Bank, will initiate ACH pre-notifications to verify the Transit/Routing Number and Account Number of the Company's account(s). The verification process will require six (6) business days during which time no live ACH Debits will be transmitted to the Company's account(s). Hence, no transactions utilizing the ACH Debit payment option will be completed during the period required for the verification process.

After the six-day verification has been completed, the Company may request DMV to debit its account(s) for payment. When the transaction is requested, DMV will initiate an ACH Debit through its bank to transfer the required payment. If necessary, each debit will be presented to the customer's bank twice. If the debit is not successful, the Company will be notified to make alternative payment arrangements.

Note that ACH rules require that a bank provide its customer with notice of an ACH Debit to the customer's account within two banking days of the transaction. The Company may want to make advance arrangements with its bank to ensure that the bank is capable of complying with the two-day notice requirement. If your Company's bank indicates that they are unable to provide this two-day notice, they should be instructed to contact the regional ACH Association, (EastPay, Inc in Virginia) for assistance in interpreting and printing this notice information. Also, the Company may want to verify with its bank that its account(s) does (do) not have any feature that will automatically block debit transactions. In addition, the Company should always retain a copy of the DMV transaction in order to reconcile monthly.

These instructions are generic and must be customized for each application.

DMV CUSTOMER INTERFACE for ACH CREDITS

Use the NACHA CCD+ format when initiating ACH credit payments to DMV. Because there are numerous methods of submitting ACH payments and those methods may vary from bank to bank, you will need to obtain instructions for submitting ACH credits with addenda from your bank. In addition to the standard ACH information, the following information specific to DMV is required for each submission.

For CCD+ Detail Records, NACHA Record '6':

Corporate name – field 8, position 55-76: 'VIRGINIA DMV'

For CCD+ Addenda Records, NACHA Record '7':

Please note that for CCD+, there is one '7' record for every '6' record.

Payment related information – Field 3, Position 4-83, 80 characters: The Tax Payment (TXP) Banking Convention specifications will be followed. Information specific to DMV is specified as follows:

Segment ID	'TXP'
DMV customer number	1-12 position code
Tax type code	1-5 position FTA approved code
Date in YYMMDD format	as it applies to your payment: transaction date, period end date, etc.
Amount type	1 position FTA approved code, typically <u>T</u> ax or <u>F</u> ee
Amount	1-10 digits (\$\$\$\$\$\$cc), leading zeros are permitted, but do not include commas or decimal point
Amount type	
Amount	
Amount type	
Amount	
Taxpayer verification	1-5 position application code assigned by DMV to assist in-house record matching and report distribution.

Each data element described above is separated with an asterisk and the entire data stream is ended with a backslash. The second/third amount and type may be omitted, but the asterisk separators must be retained. The amount(s) must total to the amount in Field 6 of the Detail Record.

Example

For DMV application XXXXX and customer 123456789 making a payment dated 12/31/2001 for tax type 999 and amount type T of \$100.00 and amount type F of \$75.00, field 6 of the Detail Record would contain '0000017500' and field 3 of the Addenda Record would contain the following:

TXP*123456789*999*011231*T*10000*F*7500***XXXXX\

The following codes have been drafted by the federation of Tax Administrators and are used in the submission of ACH credit payments using the CCD+ TXP format. At the present time, the only code of significance to DMV is 051 (with 14 appended) which is used by some fuels tax customers. ACH credits through First Union Bank were initiated in March of 2001. The first customers were paying for fuels tax and identified by the 05114 code since the DMV application code was not a required field until May of 2001. DMV management may specify their code preference to the customer, but the payment will process through the ACH banking system and DMV's system with any code. Refer to the FTA web site for more information - www.taxadmin.org/fta/edi/txpcodes.html.

TAX TYPE CODES

Individual Income	010	Alcoholic Beverage Taxes	060
Withholding	011	Liquor Gallonage	061
Estimated Tax	012	Wine Gallonage	062
Payment with Return	013	Beer Gallonage	063
Request for Extension	014	Alcoholic Beverage Gallonage	064
Amended Return	015	Other Liquor Excise Tax	065
Audit Assessment	016		
Fiduciary Return	017	Other Excise Taxes	070
		Insurance Premium	071
Corporation Income/Franchise	020	Cigarette Tax	072
Estimated Tax	021	Tobacco Products Tax	073
Payment with Return	022	Hotel/Motel Lodging	074
Request for Extension	023	Tourism Tax	075
Amended Return	024	Soft Drink Tax	076
Audit Assessment	025		
Annual Payment	026	Production/Severance Taxes	080
		Crude Oil	081
Financial Institutions:		Natural Gas	082
Income/Franchise	030	Natural Gas Liquids	083
Estimated Tax	031	Oil and Natural Gas	084
Payment with Return	032	Coal	085
Request for Extension	033	Timber	086
Amended Return	034	Royalty	087
Audit Assessment	035		
Annual Payment	036	Hazardous Waste Taxes	090
General Sales and Use Taxes	040	License Taxes	100
Sales and Use Tax	041	IRP - from State	101
Sales Tax	042	IRP - from Taxpayer	102
Compensating Use Tax	043		
Retailer's Use Tax	044	Ad Valorem/Property Taxes	110
Consumer's Use Tax	045		
Gross Receipts Tax	046	Solid Waste Taxes	120
Motor Vehicle Sales and Use	047		
Local Option Sales Tax	048	Unemployment Insurance	130
Motor Fuels Taxes	050	Wagering	140
Gasoline	051	Gaming	141
Special/Diesel Fuel	052	Racing	142
Motor Fuel Use Tax	053		
Aviation Fuel	054	Utilities	150
LP Gas	055		
Sales Tax on Fuel	056	Health Care	160
Local Option Fuel Tax	057		

IFTA - from State	058
IFTA - from Taxpayer	059

Workmen's Compensation	170
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Other "Miscellaneous" Taxes	200
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AMOUNT TYPE CODES

T	Tax
P	Penalty
I	Interest
S	State
L	Local
C	City or County
F	Fee
W	Escrow
E	Estimated
A	Annual
X	Extension
D	Audit
O	Loan
U	Under Protest
R	Return
B	Bill
N	Prior Overpayment
M	Credit Memo
K	Discount